Volume No. 1 - Policies & Procedures	TOPIC NO.	50120
Function No. 50000 – Payroll Administration	TOPIC	AUTOMATED CHANGES
Section No. 50100 – Overview Of Commonwealth Integrated Payroll/Personnel System (CIPPS)	DATE	October 2004

Table of Contents

Overview

Introduction   Automated changes modify CIPPS records for an employee or group of employees within a single agency or for all employees statewide. Some of the more commonly used automated change processes are:

- Mass transactions
- Employee transfers
- Automated Interfaces

Mass Transactions

Introduction   Mass transactions are used to change employee masterfile records for selected groups of employees. There are limits to the selection criteria for determining the group of employees to be changed as well as limits to the CIPPS fields that can be changed. Examples of typical employee masterfile changes that can be accomplished using mass transactions follow:

- Change the amount or pay frequency of a specific deduction.
- Establish deductions.
- Change programmatic data (limited use).
- Change hourly rates.
- Change employee status, set termination codes and termination dates.

Mass transactions are performed centrally by DOA following approval of the Manager of State Payroll Operations either at agency request or to update employee records to reflect statewide program implementation. Agencies may opt-out of certain statewide mass transactions initiated by DOA, in which case the agency is responsible for entering the applicable changes for its employees.

Mass Transactions, Continued

Agency Request for Mass Transactions

Agencies must submit requests for mass transactions to the State Payroll Operations Manager via email at Payroll@doa.virginia.gov. Include following information:

- A detailed description of what the employees to be changed have in common (e.g., same pay frequency, organization code, etc.).
- The specific data elements to change from, and change to.
- The effective date of the transaction changes.
- The name, telephone and email address of agency contacts.

Agencies are notified by email when the mass transaction is complete.

Edit Report Review

The Mass Transaction Generation Report (Report 1002), the Change Listing (Report 1006) and the Employee Diagnostics Listing (Report 1009) are created from the payrun in which mass transaction process. After processing, agencies should review these reports to determine whether the requested changes were made and the change affected all applicable employees.

Report 1002 – Provides an audit trail of transactions generated for employees as a result of the mass generation process. If transactions do not appear on this report, they were not generated, and the changes were not made.

Report 1006 – Lists changes made existing employee records during the mass process.

Report 1009 – Lists employee transactions not processed during the mass transaction process.

Refer to CAPP Topic No. 50815, *Payroll Certification*, for detailed explanations of the fields on these reports.

Employee Transfers

Employee Transfers

Upon request, DOA will perform transfers of employee masterfile data between agencies with the same FEIN. DOA can also transfer any employee masterfile information set-up under the wrong social security number (employee id) into the correct social security number (employee id).

Requesting Employee Transfers

To request a transfer of employee information, e-mail the following information to DOA Payroll Operations at Payroll@doa.virginia.gov.

Existing Master file Information
- Agency number
- Employee name and social security number

NEW Masterfile Information
- Agency number
- Social Security number

Report Review

The Change Listing (Report 1006) is produced when changes are entered to the CIPPS masterfiles. Review this report for all agencies involved in the employee transfer process to verify the masterfile changes.

Automated Interfaces

Automatically Charged Object Code

The CIPPS/CARS automated interface automatically charges certain Special Pays to a particular object code, while maintaining all the other information contained on the employee's programmatic record (HMBU1). This process ensures that Special Pays are charged correctly in CARS. See CAPP Topic 50515, *Special Payments,* for more information.

Automated Interfaces, Continued

BES/CIPPS Interface
The BES/CIPPS automated interface automatically establishes and maintains employee healthcare coverage data such as healthcare plan, provider, premium conversion indicator on HMCU1, and establishes the related employee and employer deductions on H0ZDC. BES/CIPPS interface processing occurs nightly and produces a BES/Agency Transaction Turnaround Document Report daily. This report should be reviewed daily to verify healthcare coverage changes to employee masterfile records. Refer to CAPP Topic No. 50420, "Health Insurance" for more information on BES/CIPPS interface processing.

Internal Control

Internal Control
Since the use of mass transactions and automated interface processes can have a broad and pervasive effect on employee masterfile records, all reports generated from these processes should be reviewed to verify the accuracy of masterfile changes and updates.

Records Retention

Time Period
All payroll reports generated for mass transactions must be retained at the agency for at least 5 years or until audited, whichever is later.

Contacts

DOA Contact Director, State Payroll Operations
Voice: (804) 225-2245
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Subject Cross References

References CAPP Topic No. 50515, *Special Payments*
CAPP Topic No. 50815, *Payroll Certification*
CAPP Topic No. 50430, *Health Insurance*